VOLUME 6 SURVEILLANCE

CHAPTER 2 PART 121, 135, AND 91 SUBPART K INSPECTIONS

Section 42 Conduct an In-Depth Team Inspection of a Contract Maintenance Provider and/or Repair Station

6-1146 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE PROCEDURES AND INFORMATION FOR CONTRACT MAINTENANCE PROVIDERS (CMP) REPAIR STATION INSPECTIONS.

A. Maintenance: 3082, 3610, 3650, 3653.

B. Avionics: 5082, 5610, 5650, 5653.

NOTE: Air Transportation Oversight System (ATOS) items will be recorded under ATOS Element Performance Inspection (EPI) 1.3.7.

6-1147 OBJECTIVE. This section provides guidance to the regional Flight Standards divisions (RFSD) and to the inspection teams conducting detailed team inspections on CMPs and/or repair stations. This inspection will provide a consolidated effort to combine the various certificate management team's (CMT) oversight responsibilities of CMPs for Title 14 of the Code of Federal Regulations (14 CFR) parts 91 subpart K (part 91K) as applicable, 121, 135 (10 or more), and/or 145 into one inspection. This in-depth team inspection is part of the enhanced air carrier and repair station oversight system. RFSD will determine team member participation. The selection of appropriate CMPs for this inspection will rely on a review of database analysis and risk management (RM) principles. Air carriers and repair stations meet the intent of the regulations through various methods, as designed within their business models. Aviation safety inspectors (ASI) must validate that these methods meet the intent of the regulations. Surveillance activities are accomplished to assure compliance with applicable regulations. Team members should understand the regulatory requirements of a CMP in relationship to the air carrier's maintenance program. The assurance of compliance with regulations will enhance safety by meeting the mandate of ensuring the air carrier operates at the highest level of safety.

6-1148 SCOPE.

A. CMPs.

1) This in-depth team inspection program was developed as part of the comprehensive CMP and/or repair station oversight system. The Federal Aviation Administration (FAA) recognizes that oftentimes a team inspection is more effective due to the complexity of the FAA surveillance system. The in-depth team inspection is larger in scope and increased in depth and time to accomplish the FAA surveillance goals. The host regions will organize, schedule, and accomplish these inspections.

NOTE: A CMP can be a part 145 certificated repair station (CRS), certificated maintenance personnel, foreign repair facility, or a non-certificated repair facility.

2) The in-depth team inspection is used for part 145 repair stations or other CMPs to verify that the organizations are performing maintenance per an air carrier's Continuous Airworthiness Maintenance Program (CAMP) and part 145 requirements, as appropriate. A CMP and/or Repair Station is not acting under the authority of its certificate, but is an extension of the air carrier's certificate. Procedures and maintenance instructions being followed by the repair station must be part of the air carrier's CAMP. A representative for each part 121, 135 (10 or more), or 91K CMT, for which the CMP performs maintenance, may be invited to serve on the inspection team, as decided by the host region.

NOTE: This inspection is regionally sponsored and can be comprehensive enough to satisfy the ATOS CMT's Comprehensive Assessment Plan (CAP) scheduled assessment (ATOS EPI 1.3.7 (AW), Maintenance Providers) of the CMP inspected. Unless a principal inspector (PI) has concerns based on other risk assessments, the team-focused inspection should satisfy the inspection requirement of this CMP. To satisfy this requirement, all Part 145 Repair Station Inspection Checklists, including the In-Depth Team Inspection Contract MX Checklist, must be completed.

B. Repair Stations. The repair station in-depth team inspection is designed to be versatile. It may be utilized for regional requirements, a follow-up surveillance effort, investigations of improper maintenance, or component failure trends. Inspections based on these reasons should be as comprehensive and in-depth as the National Program Guidelines (NPG) required-surveillance work activity, or R-item. The team inspection is designed to aid the CHDO in determining the compliance health of a repair station.

NOTE: If the inspection team completes all the applicable RSAT generated activities as a result of the in-depth team inspection, the repair station PI may close the required 3650/5650 "R" item for that facility in the current fiscal year (FY). The assigned repair station PI will record in the PTRS section IV, Comments, that an in depth team inspection fulfilled the 3650/5650 "R" item requirements by completion of PTRS activity code 3082/3610/3653 or 5082/5610/5653, as applicable. Document the PTRS record ID number used to complete that inspection for traceability.

6-1149 PROCEDURES. For the purposes of this section, the in-depth team inspection encompasses three distinct steps: the regional inspection planning process, the inspection process, and the reporting and feedback process.

A. Regional Inspection Planning Process. See Figure 6-46, Regional Inspection Planning Process, and Figure 6-46A, Part 145 In-Depth Team Inspection Worksheet.

B. Inspection Process. See Figure 6-47, Regional Office Inspection Process; Part 145 Repair Station Inspection Checklist(s) (Web-based job aid); In-Depth Team Inspection Contract MX Checklist (Web-based job aid); Figure 6-47C, CMP Team Inspection Worksheet; and Figure 6-47D, Sample Final Report.

C. Reporting and Feedback Process. See Figure 6-48, Reporting and Feedback Process.

6-1150 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Advisory Circular (AC) 43-9, Maintenance Records;
- AC 120-16, Air Carrier Maintenance Programs;
- Volume 3, Chapter 42, Evaluate Part 121/135 (10 or More) Contract Maintenance Program, Contract Agreements, and Contracted Work;
- Volume 6, Chapter 2, Section 40, Inspect a Part 121 Certificate Holder's Use of Other Persons to Perform Maintenance, Preventive Maintenance, and Alterations on its Aircraft;
- Volume 6, Chapter 9, Section 5, In–Depth Team Inspection of a Part 145 Repair Station;
- Volume 6, Chapter 9, Section 23, Inspect a Part 145 Repair Station's Contract Maintenance Program;
- Volume 6, Chapter 11, Section 2, Conduct a Detailed Process/Task Inspection;
- FAA Order 1800.56, National Flight Standards Work Program Guidelines;
- ATOS EPI 1.3.7 (AW), Maintenance Providers, as applicable; process specifications, if applicable;
- Operations specifications (OpSpecs) of both the air agency and air carriers, as applicable;
- Applicable air carrier's CAMP;
- All applicable air carrier-required maintenance manuals, such as fleet-specific manufacturer's maintenance manuals, Engineering Orders (EO), standard practices manuals, general procedures manuals, and all others as required by the part 121 air carrier's CAMP; and
- All applicable air carriers' contract maintenance programs/processes.

B. Forms:

- Applicable air carrier maintenance forms, as specified in the air carrier's CAMP, such as maintenance logs, turnover logs, EOs, and inspection forms;
- FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance); and
- FAA Form 8110-3, Statement of Compliance with Airworthiness Standards.

C. Job Aids:

- Part 145 Repair Station Inspection Checklist(s); and
- In-Depth Team Inspection Contract MX Checklist.

6-1151 TASK OUTCOMES.

A. Brief the Findings. Brief the findings, concerns, and possible 14 CFR violations with:

- The PI and office manager with certificate management responsibilities of the CMP;
- The CMP inspected;
- The RSFD management with oversight responsibility of the CMP;
- The Regional Division manager having oversight responsibility of the CMP on the results of the in-depth team inspection; and
- Each of the specific air carrier's PIs separately. This briefing should be conducted via telecom unless extreme circumstances require an in-person meeting.

B. Document the Inspection.

1) The team leader will ensure a copy of the completed inspection report, a copy of the entire findings, completed copies of the Part 145 Repair Station Inspection Checklist(s) and the In-Depth Team Inspection Contract MX Checklist are forwarded to the CHDO management responsible for oversight of the CMP and to the regional branch manager having oversight responsibility for the in-depth team inspection team. Occasionally, the Aircraft Maintenance Division (AFS-300) and Flight Standards National Field Office (AFS-900) Analysis and Information Program Office may track the inspection outcomes to detect national implications.

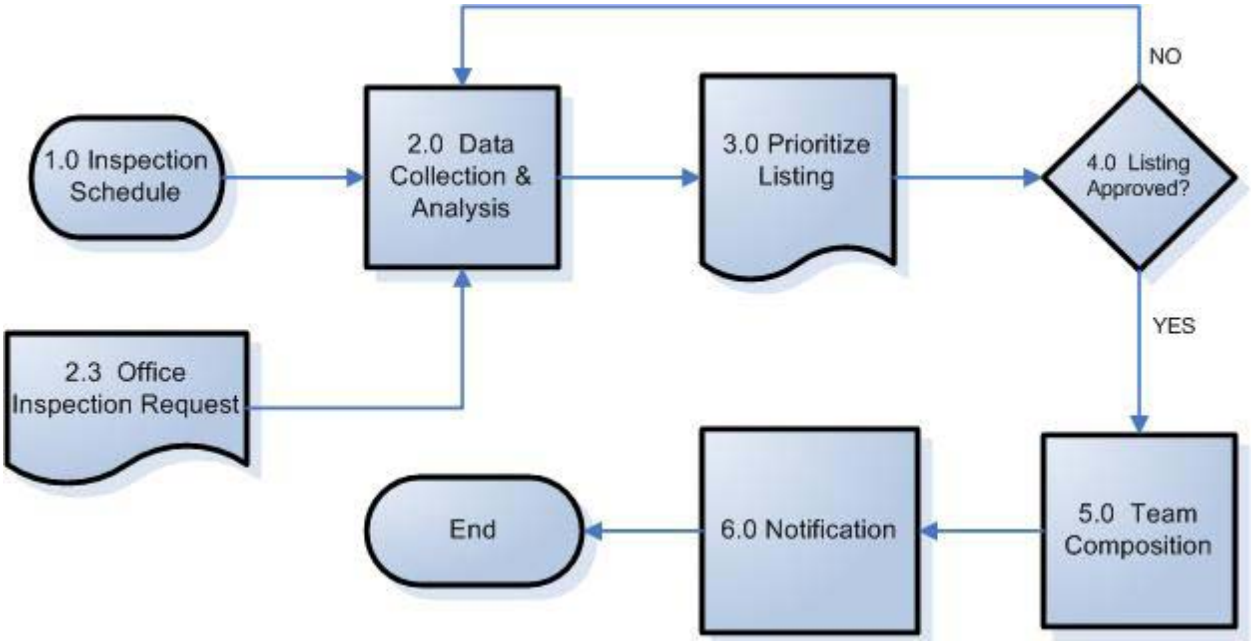
2) Team members will document their own findings in ATOS/PTRS as applicable. Each finding should be documented separately. Use the appropriate ATOS entry or PTRS activity code as referenced in paragraph 6-1146 of this section.

3) Team members representing an ATOS air carrier will document the completion of the ATOS inspection results in the appropriate EPI 1.3.7 (AW). All inspection documentation will be per the guidance in Volume 10, Chapter 2, Section 10.

4) On behalf of the regional branch manager, the team leader will close the PTRS 3082/5082 activity code. The PTRS will be closed with the following information: enter "(C)," closed, in the status box; enter "(I)," information, in the results box; and enter the repair station designator, if applicable, in the affiliated "Designator" block. Enter the following statement in comment block IV: "The Detailed In-Process/Task Inspection/team event has been completed." Findings resulting in enforcement action must be resolved using the "risk management process" (RMP). Additionally, any finding assessed in the PTRS section 1, "Assessment" block, with a value of less than "3" must be resolved using the RMP. Guidance on the use of this tool can be found in Volume 6, Chapter 9, Section 2. The regional branch manager will ensure the CHDO prioritizes the resolution of any risks identified as a result of this inspection.

6-1152 REGIONAL INSPECTION.

Figure 6-46. Regional Inspection Planning Process



1.0 Inspection Schedule. Each region will develop and submit an in-depth team inspection schedule for Contract Maintenance Providers (CMP) and/or repair stations for the next fiscal year (FY) to the division manager by August 1st of each year. This schedule will include any resource requests. This should be accomplished using the methods outlined in paragraphs 2.0 and 3.0.

2.0 Data Collection and Analysis.

2.1 Data Collection. Each region will collect information on CMPs and/or repair stations from the applicable databases for consideration, such as the Repair Station Assessment Tool (RSAT), risk management process (RMP), and Safety Performance Analysis System (SPAS) (refer to Work Program Management Process (WPMP), etc.). Formulate a list of concerns and issues for each CMP.

2.2 Analysis. Review, compare, and/or evaluate the list of collected information for trends, performance, and compliance issues.

2.3 Office Inspection Request. Certificate-holding district office (CHDO) managers may submit an inspection request for regional consideration. Managers should provide ample justification for this request. They must submit it in a form and manner as prescribed by the region.

NOTE: It is recommended that the region utilize the services of the Operations Research Analysts (ORA).

Figure 6-46. Regional Inspection Planning Process (Continued)

3.0 Prioritize Listing.

3.1 Each region will determine the risk analysis methodology in prioritizing its CMP inspection list, taking into consideration the information collected in paragraph 2.1 above. Based on that analysis, it will develop a prioritization list of CMPs and determine which, if any, are appropriate candidates for an in-depth team inspection. The list will provide the division manager with an overview of CMPs presenting an elevated risk and assist the division manager in determining if an in-depth team inspection of those CMPs is necessary.

3.2 Upon completion, prioritized list should be forwarded to the division manager for approval. The division manager will then either approve the list or return for additional consideration. Once finalized, the division manager will approve the list.

4.0 Listing Approved?

4.1 Yes: Proceed to step 4.3.

4.2 No: Return to step 2.0.

4.3 If applicable, the regional Flight Standards division (RFSD) manager or representative will ensure that the affected offices receive notification of the inspection schedule. RFSD managers will ensure the distribution of their selected team inspection and their proposed scheduled timeframe of accomplishment to all other RFSD managers and/or their points of contact (POC) no later than August 10th of each year. The notification will include documented operators who use the selected CMP(s). Each region will then notify the CHDO responsible for the operator oversight of the CMP selected to conduct the in-depth team inspection.

5.0 Team Composition.

5.1 Team Composition. The composition of the inspection team will be based on the size and complexity of the CMP. The team is comprised of a regional coordinator, a team leader, and as many experienced aviation safety inspectors (ASI) as is necessary. The regional coordinator will select an air carrier principal inspector (PI) from an operator who contracts to the selected CMP to serve as the team leader.

NOTE: The CHDO of the 14 CFR part 91 subpart K (part 91K), 121, or 135 certificate holder may elect not to participate in the team event. The CHDO manager will notify the requesting regional coordinator, in writing, with the reason for not participating. If the coordinator deems additional participation is necessary, he or she should elevate the request.

Figure 6-46. Regional Inspection Planning Process (Continued)

5.1.1 Regional Coordinator. Each region will select a regional coordinator from within the region. This individual will coordinate the team inspection and will notify team members, coordinating necessary resources (e.g., budget, logistics) and the reporting process.

5.1.2 Team Leader. A team leader should have at least 3 or more years of experience as either an air carrier PI, air carrier assistant principal inspector (API), repair station PI, or an air carrier Partial Program Manager (PPM).

5.1.3 Team Experience—CMP (for Inspection of Non-certificated CMPs). Team members will consist of ASIs assigned to an operator who uses the CMP. These ASIs should have a minimum of 2 years of experience as an air carrier ASI, PI, API, or PPM.

5.1.4 Team Experience—Repair Stations (for Inspections of Certificated Repair Stations). All members must have at least 2 years of experience as either a repair station PI, assistant, or Certificate Management Team (CMT) member. The regional coordinator must carefully consider the qualification of each team member before assigning an inspector to the team.

NOTE: The assigned repair station PIs or inspectors of the inspected facility may serve on the team in an advisory capacity, offering their knowledge and expertise.

5.2 Team Adjustments. Unless absolutely necessary, team member changes are strongly discouraged. If a team leader feels that a change is necessary, that team leader should contact the regional coordinator, who will make any team adjustments.

6.0 Notification.

6.1 Notification Responsibilities. The regional coordinator will contact the respective CHDO manager when a CMP has been selected within his or her district to receive a team inspection. The RFSD will ensure the distribution of the approved schedule to all regional POCs no later than August 10th of each year.

6.1.1 Regional Coordinator Responsibilities. The regional coordinator is responsible for candidate selections, final team composition, managing the budget, as in determining allocations for each inspection and reconciliation of all expenditures, and overall management of the team. The host region will fund the travel expenses for these inspections. For budgetary purposes, the regional coordinator will provide the division manager, or the division manager's designee, with an estimate of expenditures necessary to provide support to the team's efforts. The regional coordinator will assist the team leader with coordinating lodging and transportation for the team.

Figure 6-46. Regional Inspection Planning Process (Continued)

6.1.2 Team Member Responsibilities. Team members will familiarize themselves with the following, as applicable:

- The applicable parts 121 and 135 air carriers' OpSpecs, 91K management specifications (MSpecs), CAMP, General Maintenance Manual (GMM), and other manual procedures required for the inspection;
- The applicable 14 CFR part 145 air agency OpSpecs, ratings, process specifications, and its capabilities list;
- Applicable references, forms, and job aids, as listed in paragraph 6-1150;
- Previous ATOS records, including completed Element Performance Inspection (EPI) records performed by the CMT using specific CMP data contained in the SPAS;
- SPAS repair station analytical model (RSAM) for past findings and flags; and
- Completed Program Tracking and Reporting Subsystem (PTRS) records.

6.2 Team Event Organization and Coordination.

6.2.1 The team leader and team members will evaluate all necessary data, including Safety Attribute Inspection (SAI), EPI, SPAS, and PTRS records, before the team event.

6.2.2 The team leader should identify specific duties required during the assessment/inspection.

6.2.3 The team should use the ATOS Data Collection Tools (DCT) when reviewing all aspects of maintenance from receiving inspection to approval for return to service. The team should accomplish this process using the air carrier's CAMP as a reference.

6.2.4 Teams may need to coordinate with other offices, such as Aircraft Evaluation Groups (AEG), Aircraft Certification Offices (ACO), certificate management offices (CMO), certificate management units (CMU), Flight Standards District Offices (FSDO), and International Field Offices (IFO), for clarification of procedures and processes.

6.2.5 The same team that inspects the CMP main base, if necessary, will conduct inspections at additional fixed locations. The team must coordinate these additional inspections with the regional coordinator.

6.2.6 The team must use Part 145 Repair Station Inspection Checklist(s) and the In-Depth Team Inspection Contract MX Checklist.

6.2.7 If the selected CMP and/or repair station is located outside of the U.S., the team must consider and address the following:

Figure 6-46. Regional Inspection Planning Process (Continued)

6.2.7.1 Fiscal constraints compel the RFSD manager and IFO manager to consider coordinating and scheduling inspections for parts 121 and 135, or parts 91K and 145 at the same time. A prudent decision would be to make every effort to coordinate all inspections.

NOTE: The repair station PI or his or her representative will attend all team meetings and be an integral part of the team's discussions. The repair station PI or the PI's representative should provide support, information, and counsel to the team and, in addition, assist the team leader.

Figure 6-46A. Part 145 In-Depth Team Inspection Worksheet

NAME _____ Designator _____

WORKSHEET INSTRUCTIONS:

1. Please enter each finding from the checklist.

2. Please return completed worksheets to the team leader daily.

FINDING INFORMATION:

Team member making the findings:

Name:

Repair Station:

Checklist Item No. (e.g., PTRS 3601 Question #2):_____

Manual Reference(s):

_____

_____

_____

Finding (use back if additional space is needed; attach documented evidence):

_____

_____

_____

_____

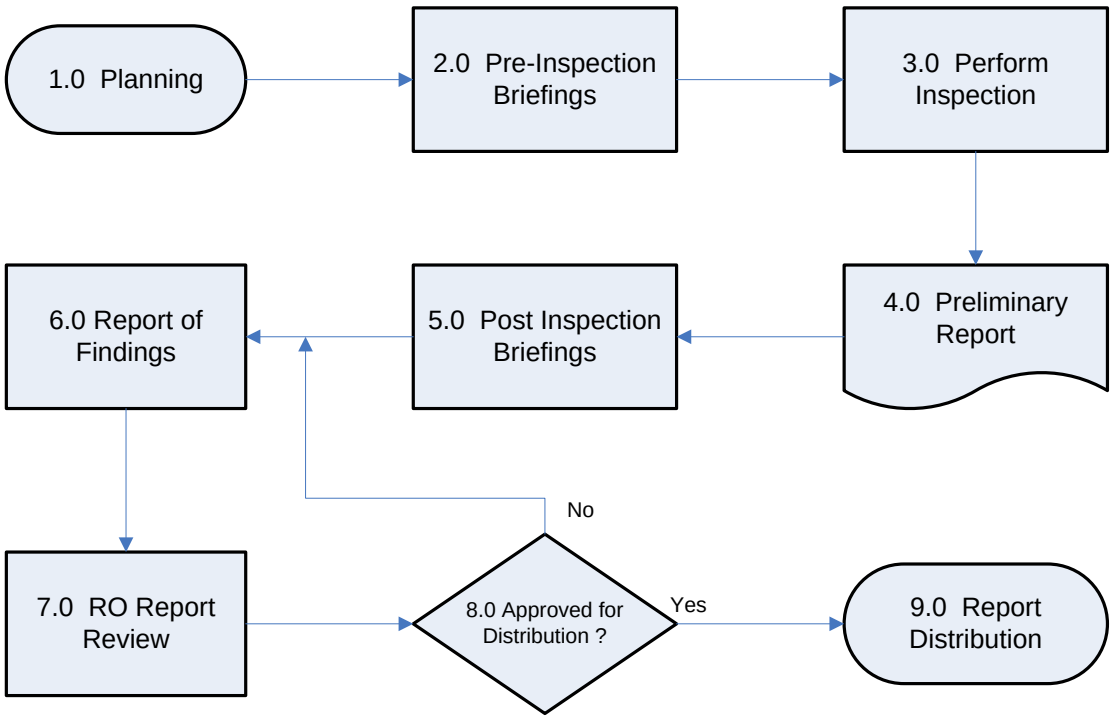
_____

Responsibilities:

- The team leader will provide worksheets in both electronic and manual versions (preferred method: electronic) to each inspector to complete with any findings; and
- The team leader will collect the worksheets daily.

Team leader will complete the final report.

Figure 6-47. Regional Office Inspection Process



1.0 Planning.

1.1 The regional coordinator will communicate to the team leader the inspection criteria. The team leader will ensure the accomplishment of the following:

- Prepare for the team briefing;
- Prepare for the Contract Maintenance Providers (CMP) in-brief;
- Determine administrative logistics (e.g., lodging and transportation);
- Determine team member work assignments; and
- Prior to inspection, the regional coordinator or team leader will contact certificate-holding district office (CHDO) management to ascertain any additional areas of concern with the repair station or CMP.

1.2 The team leader and team members should familiarize themselves with this section. The team leader will coordinate with the CHDO to gain access to all applicable electronic media at least 2 weeks prior to the inspection.

2.0 Pre-Inspection Briefings. The pre-inspection briefing is two distinct processes: a team briefing and a CMP in-brief.

2.1 Team Briefing. The team leader will conduct a briefing for the team members per the guidance in Volume 6, Chapter 9, Section 5.

Figure 6-47. Regional Office Inspection Process (Continued)

2.2 CMP In-Brief. The team leader will provide an in-brief to the CMP and/or repair station management before each inspection. The aviation safety inspectors (ASI) should conduct this briefing per the guidance in Volume 6, Chapter 9, Section 5.

3.0 Perform Inspection. Team members will conduct the inspection per applicable FAA Order 8900.1 chapters, Part 145 Repair Station Inspection Checklist(s), Data Collection Tools (DCT), and instructions provided by the team leader. CHDO air carrier team members should complete the assigned portions of the Air Transportation Oversight System (ATOS) Element Performance Inspection (EPI) 1.3.7 (AW), Maintenance Providers, DCT. Certain steps may not be appropriate, depending on the complexity of the CMP and/or air carrier. In such cases, report these items as "not applicable" or "not observed." Team members must also use the In-Depth Team Inspection Contract MX Checklist. For all findings, the team leader will ensure that the inspection team collects objective items of proof. The team leader will provide these items, in a useable form, to the CHDO.

NOTE: If the team uncovers a significant violation, the team leader should contact the CHDO and regional coordinator as soon as possible for guidance.

4.0 Preliminary Report. Team members, before leaving the inspection site, will provide the team leader with sufficient data and information, including copies of the completed Part 145 Repair Station Inspection Checklist(s) and the In-Depth Team Inspection Contract MX Checklist, so the team leader can prepare a preliminary report. The team leader will use this information for the out-briefing.

5.0 Post-Inspection Briefings. The team leader will conduct an out-briefing with the inspected facility/repair station per the guidance in Volume 6, Chapter 9, Section 5. Team members should be present, if at all possible, to assist the team leader in communicating findings. The team leader will advise the inspected facility and the air carrier representatives of all findings, as well as those who may result in enforcement actions. The responsible CHDO will communicate any action items to the inspected facility.

6.0 Report of Findings. The product of the inspection is a written report of the team's findings. This report is an official record of the inspection proceedings. It systematically documents possible problem areas discovered during the inspection. The content of the report should be factual, objective, clear, and concise. It should answer the basic questions who, what, where, when, and how, and should document the results of the inspection. Team members, before leaving the inspection site, will give the team leader sufficient data and information to support the information in the report, including copies of the completed Part 145 Repair Station Inspection Checklist(s) and the In-Depth Team Inspection Contract MX Checklist. The team leader will provide the report of findings to the regional coordinator no later than 10 business days from the date of the out-briefing (see Figure 6-47D for a sample template). Within five business days of receipt, the regional coordinator will give a copy of the report of findings to the participating CHDOs and respective Regional Offices (RO).

Figure 6-47. Regional Office Inspection Process (Continued)

The contents of the report of findings should consist of the following segments:

Executive Summary. This section contains a standard lead-in paragraph, followed by a description of the certificate holder, an overview of the inspection, and acknowledgments.

Description. This describes the type of operation involving the certificate holder. The description should contain enough detail that the reader can clearly understand the certificate holder's operation.

Overview of Inspection Areas. This is a summary of the inspection activity. It provides historical documentation of what the team inspected and how they performed the inspection. This part, for example, should state which programs the team evaluated and by what methods (e.g., a random sampling method).

Findings. The team leader should document all findings in the report, including those corrected on the spot.

NOTE: The team leader will formulate and standardize a report as determined by the region, or will use the example provided (see Figure 6-47D). Team members will contribute to the written report by documenting findings in their assigned areas, and by providing any items of proof as necessary.

7.0 RO Report Review. Regional Flight Standards division (RFSD) management will conduct a review of the report of findings for acceptability.

8.0 Approved for Distribution.

8.1 Report acceptable for distribution—go to step 9.0.

8.2 Report not acceptable—return to step 6.0.

9.0 Report Distribution. The regional coordinator will distribute the report of findings to:

9.1 The manager of the CHDO of the inspected facility, and

9.2 The respective RO for each participating Title 14 of the Code of Federal Regulations (14 CFR) part 121 CHDO for distribution.

NOTE: The host region is considered "the holder of record" for any request for inspection materials made under the Freedom of Information Act (FOIA).

Figure 6-47A. Reserved

Figure 6-47B. Reserved

Figure 6-47C. CMP Team Inspection Worksheet

NAME _____ Designator _____

WORKSHEET INSTRUCTIONS:

1. Please enter each finding from the checklist and Element Performance Inspection (EPI) on a separate worksheet.

2. Please reference each finding to the air carrier(s)'s manual procedure(s) to which it pertains.

3. Please return completed worksheets to the team leader daily.

FINDING INFORMATION:

Team member making the findings:

Name: _____

Air Carrier/Repair Station: _____

Checklist Item No.: _____

Manual Reference(s):

_____

_____

Finding reference from In-Depth Team Inspection Contract MX Checklist (e.g., Question #1):

_____

Finding (use back if additional space is needed; attach documented evidence):

_____

_____

_____

_____

_____

Figure 6-47C. CMP Team Inspection Worksheet (Continued)

Responsibilities:

- The team leader will provide worksheets in both electronic and manual formats (preferred format: electronic) to each inspector to complete with any findings; and
- The team leader will collect the worksheets daily.

Team leader will complete the final report.

Figure 6-47D. Sample Final Report

This figure contains a format for a team inspection. The following is a list of major sections that the report should contain.

Title Page. This page lists the name of the repair station recently inspected, participating airline certificate management offices (CMO), region, and the dates of inspection.

Table of Contents. Lists each section and page references.

Executive Summary. A brief overview of the general inspection, summarizing the overall inspection results and identifying the number of findings and possible enforcement actions. This will list the names and numbers of team members for contact purposes.

Findings (two parts). The findings should be descriptive in nature and clearly indicate the who, what, when, and how of the finding, to include any Code of Federal Regulations (CFR) reference.

A. Operator Findings.

1) Operator A.

2) Operator B.

3) Operator C (etc.).

B. Contract Maintenance Provider (CMP) Facility or Repair Station Findings.

Attachments. Any required attached documents needed to be retained in the report. Once findings are documented, the finding sheets are no longer required.

Figure 6-47D. Sample Final Report (Continued)

Sample Title Page.

DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

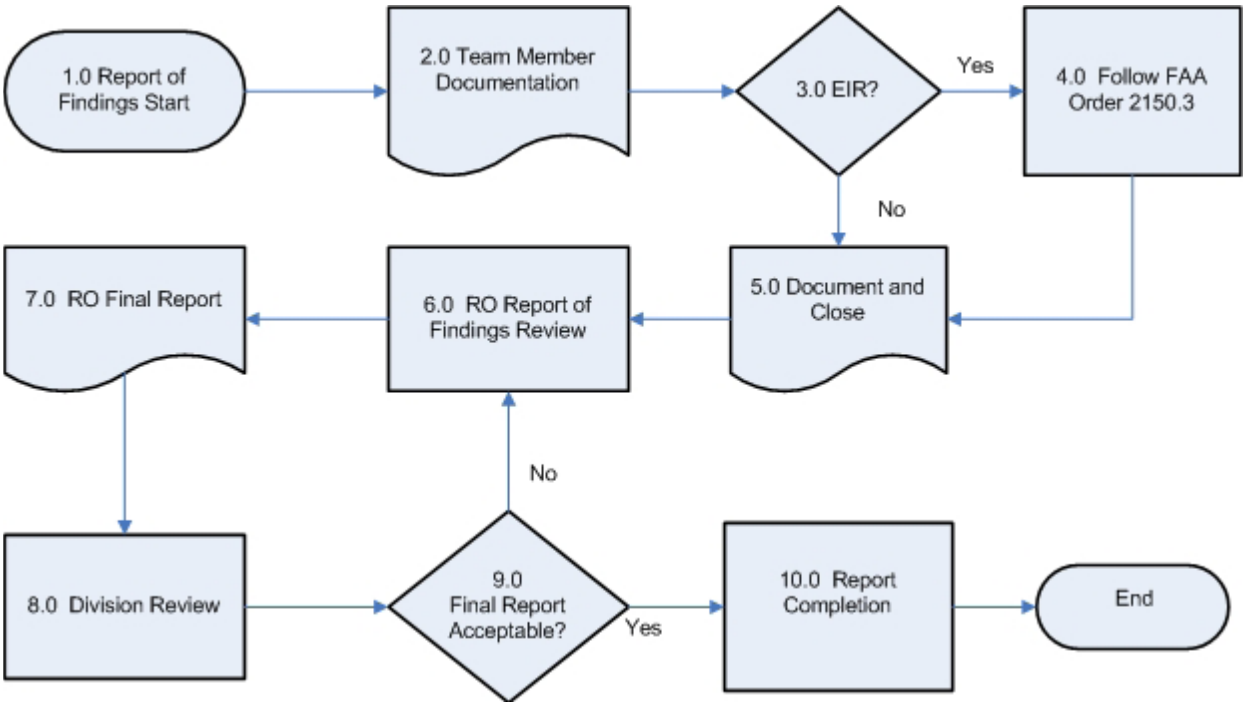
[NAME] REGIONAL FLIGHT STANDARDS DIVISION

REGIONAL EVALUATION PROGRAM
INSPECTION REPORT

Repair Station/Contract Maintenance Provider Name
Certificate Number
City, State

Dates

Figure 6-48. Reporting and Feedback Process



1.0 Report of Findings Start. This step begins when participating regions and certificate-holding district offices (CHDO) receive the report of findings of the team inspection. The purpose of this phase of the inspection process is to have a closed-loop system for resolution of findings. This process does not include the follow-up process as that is the responsibility of the CHDO. This process uses the Enhanced Flight Standards Automation System (eFSAS) Program Tracking and Reporting Subsystem (PTRS) database system for ease of regional tracking and closure of the inspection finding. Each CHDO manager must ensure that his or her respective office completes each finding to resolution. He or she must prioritize findings based on potential risk and address the higher priority risks in a timely manner. The CHDO manager must report findings remaining open after 90 days to the division manager for resolution.

NOTE: The team leader will formulate and standardize a report as determined by the region or use the example provided (see Figure 6-47D). Team members will contribute to the written report by documenting findings in assigned areas, and by providing any items of proof as necessary.

2.0 Team Member Documentation. Team members will document findings by specific PTRS activity code numbers in the report. Team members can use the Part 145 Repair Station Inspection Checklist(s) to assist them in determining the proper code to use. The CHDO principal inspector (PI) will create a PTRS record identification (ID) within 3 business days from receipt of the inspection report for each finding and give the team leader the PTRS record ID numbers associated with each finding. The team leader will record this number and associated findings in the comments section of the in-depth inspection record, as outlined in subparagraph 6-1151(B)(4).

Figure 6-48. Reporting and Feedback Process (Continued)

Once team members have assigned a PTRS record ID to all findings, the team leader may close the applicable 3082/5082 record stating "any findings listed in this record ID will be addressed by the CHDO under the applicable PTRS record ID listed for that finding."

2.1 For regional tracking purposes and report closure, the Title 14 of the Code of Federal Regulations (14 CFR) part 121 team member(s) will open a PTRS record in which to document all member findings, using 3609 or 5609, depending on specialty. This record will remain open until the part 121 team members verify the corrective action was complete and effective during the Assessment Determination and Implementation (ADI) phase of the Air Transportation Oversight System (ATOS) data collection process. They accomplish this phase within 30 calendar-days of the close of each quarter. Once the PI completes an assessment of findings, the part 121 team members should update their PTRS records with the PI's assessment. This excludes enforcement cases already in process.

NOTE: In addition to the above requirement, part 121 team members will document all inspection findings for ATOS EPI 1.3.7 (AW). See Volume 10 for detailed inspection criteria.

2.2 Title 14 CFR part 145 team member(s) will use the PTRS codes indicated on the Part 145 Repair Station Inspection Checklist(s). At the conclusion of the inspection, team members will close out their PTRS records with the following statement: "Findings provided to the CHDO for correction."

2.3 The team must fill out the "Regional Use" field in all PTRS records with the capital letters "TFI." This abbreviation will enhance search ability for the regional coordinator to monitor completion.

2.4 Team members will provide all PTRS record ID numbers to the team leader for inclusion into his or her 3082 or 5082.

3.0 Enforcement Investigative Report (EIR)?

3.1 If a finding indicates possible enforcement action, proceed to step 4.0.

3.2 If a finding indicates a certificate management issue, proceed to step 5.0.

4.0 Follow FAA Order 2150.3. Follow guidance contained in the current edition of FAA Order 2150.3, FAA Compliance and Enforcement Program. When a finding does not meet 14 CFR requirements, the CHDO will follow the enforcement guidance process. If, during the course of the inspection, the team finds items that may result in an enforcement action, they will turn over all applicable information to the CHDO for processing per Order 2150.3.

5.0 Document and Close. CHDOs will monitor records until corrective action is complete, at which time the PTRS record will be closed.

Figure 6-48. Reporting and Feedback Process (Continued)

6.0 Regional Office (RO) Report of Findings Review. Regional coordinators will monitor findings to ensure closure.

7.0 RO Final Report. The regional coordinator will prepare and complete a final report. The report becomes final when all findings have been corrected and closed in the PTRS.

8.0 Division Review. The division manager, or designee, will review the final report for acceptability.

9.0 Final Report Acceptable?

9.1 If yes, continue to step 10.0, Report Completion.

9.2 If no, the division manager returns report to step 6.0, RO Report of Findings Review.

10.0 Report Completion. The division manager, or his or her designee, finalizes the report and then signs it. The manager will forward a copy to all certificate management offices (CMO) of 14 CFR part 121/135/91K operators contracting with the Contract Maintenance Providers (CMP). The RO will retain a copy of the report.

6-1153 FUTURE ACTIVITIES. Conduct normal surveillance activities and validate all corrective actions at the next station inspection activity.

RESERVED. Paragraphs 6-1154 through 6-1170.